

SRC APPROVED

Date July 11, 2013
SLM

State Records Committee Meeting

Division of Archives, Courtyard Meeting Room

June 13, 2013

Salt Lake City, Utah

Members Present: Lex Hemphill, Media Representative
David Fleming, Private Sector Records Manager
Doug Misner, History Representative
Patricia Smith-Mansfield, Governor's Designee
Ernest Rowley, Elected Official Representative
Holly Richardson, Citizen Representative

Legal Counsel: Amanda Jex, Attorney General's Office
Chiarina Glead, Attorney General's Office

Attending via telephone: Harshad Desai, Petitioner

Executive Secretary: Susan Mumford, Utah State Archives

Others Attending: Michelle Alig, Attorney for Tax Commission
Matthew Battie, Witness for petitioner Hartlerode
Lana Burningham, Unified Fire Authority
Rosemary Cundiff, Utah State Archives
Steven Duff, Witness for petitioner Hartlerode
Shelli Fowlks, Unified Fire Authority
Dolores Furniss, Tax Commission
Larry Hartlerode, Petitioner
Luke Hartlerode, Witness for petitioner Hartlerode
Karl Hendricksen, Unified Fire Authority
Michelle Kfoury, Attorney General's Office
Jason Knight, Utah State Archives
Brad Larson, Unified Fire Authority
Denny Lytle, Witness for petitioner Desai
Donald Meyers, *Salt Lake Tribune*
Lorianne Ouderkirk, Utah State Archives
Rebekkah Shaw, Utah State Archives

State Records Committee Chair, Lex Hemphill, opened the meeting and welcomed the participants at 9:32 a.m.

Hearing – Harshad Desai vs. Utah State Tax Commission

Harshad Desai was contacted at 9:35 a.m. Mr. Desai introduced himself.

Michelle Alig and Denny Lytle represented the respondent, the Utah State Tax Commission

Opening statement—petitioner

Mr. Desai said he asked for public records under GRAMA. He wanted the number of properties that had been audited during the years 2001 to 2012. His properties had been audited in 2008. He was not asking for information about property owners. He wanted to know the number of personal property audits on commercial properties in Garfield County in the last ten years.

Opening statement – respondent

Ms. Alig said on February 22, 2013 the total number of commercial properties audited during the years requested was given to Mr. Desai. Pursuant to Utah Code 59-2-705, personal property audits are private and additional information is protected.

Testimony – petitioner

Mr. Desai said he had received a FAX with the information that Mark Maxfield had audited two properties in 2008. He understood that the auditor from Garfield County had audited two properties and he asked the Utah State Tax Commission for their audits. His second GRAMA request was to the State of Utah Tax Commission.

Testimony – respondent

Denny Lytle, Director of the Property Tax Commission, said the information provided to Mr. Desai from the county had originated from the State Tax Commission at the request of the county. Audits include all the personal property and equipment used in a business for profit. Audits are at the request of the county. Auditors work with the individual business owners. Mr. Desai was overpaying slightly and received a refund. Representatives in each county have oversight on real property evaluations and Garfield County employs appraisal staff. They would process a self-assessment, but they do not do audits. Only the state does audits.

Testimony – petitioner

Mr. Desai said he had made two different requests. He said he now understood that Garfield County did not have a personal property auditor. The records he received had been given to him by the county but were provided to the county by the State Tax Commission.

Deliberation

Amanda Jex, acting as Assistant Attorney General for the State Records Committee told Mr. Desai he could ask to dismiss the hearing. Ms. Smith-Mansfield made a motion to dismiss the hearing with the testimonies given. The motion was seconded by Mr. Fleming A vote was taken on the motion to dismiss the case with the testimony of the tax commission. The vote was unanimous in the affirmative. The hearing was dismissed. Mr. Hemphill thanked the parties for participating and said an order reflecting the decision would be sent within seven days.

Hearing – Larry Hartlerode vs. Unified Fire Authority of Greater Salt Lake**Opening – petitioner**

Larry Hartlerode, the petitioner, introduced himself. Matt Battie, a friend was with him. Mr. Hartlerode said he had grown up in Utah. He served in the military and appreciated his rights. He raised his own food on his property. His rights were violated when he was not allowed to grow

and raise his own food. On November 2012 his rights were violated when the Unified Fire Authority came on his property through a locked gate and ordered him to put out a fire he was using to prepare a turkey for Thanksgiving. He had a neighbor who had been harassing his son at his business. Mr. Hartlerode said he had reported the harassment to the Midvale Police. He and his son had a fire in the yard to make s'mores. The neighbor got up on his roof and could see the fire and called the fire department. The fire department came and said there were no violations as the fire was in a fire pit and was out by the time the firemen came. On the 20th of November he was processing some turkeys when the firemen came and told him he had to put the fire out. There was a new Salt Lake County ordinance that said if one person complained, a fire had to be put out. He asked for the fire complaint records and received redacted records without the complainant's name or address. Four firemen had come at the time. The names of two of the firemen were missing from the report he received. The firemen mentioned that Brad Larson had been out to the property and they had seen a report he made.

Opening –respondent

Mr. Karl Hendricksen, legal counsel for Unified Fire Authority, introduced himself. Lana Burningham, compliance officer and records manager; Shelli Fowlks, records technician; and Brad Larson, Assistant Fire Marshall were also present. Mr. Hendricksen said the hearing was about a records request not a process of discovery. The department provided the petitioner with all available records of complaints about the property. The name of the complainant was redacted based on an expressed fear for his personal safety. Mr. Hekkert, who visited Mr. Hartlerode's property made no notes nor did he create a report, so no records are available from his visit. For the names of the four firefighters, one name not on the report already is available but the department was unable to find a fourth name. Mr. Hendricksen said they had gone through the process of mediation before the hearing and had thought the appeal was withdrawn at that time. The redaction of the name of the complainant was the main issue. He said the committee should weigh the interest in disclosure against the interest in protection. Mr. Brad Larson offered to confer with Mr. Hartlerode about the fire code. Pursuant to Utah Code 63G-2-305(11) the name of the complainant had been redacted to ensure his personal safety.

Testimony – petitioner

Matt Battie said Larry Hartlerode was hard of hearing. Mr. Hartlerode said he had not been happy with the results of the mediation hearing and knew he had recourse to appeal to the committee. Mr. Battie said the reason they had been given for the redaction of information from the complaint records was Utah Code 63G-2-305(51) which lists an individual's home address and telephone number as protected, but not the name. He said Mr. Hartlerode had never hurt anyone and was not a threat. He said they could see the complainant's name through the redaction, but the record could not be used in court if it had been redacted. Luke Hartlerode, the petitioner's son, was sworn as a witness. He said he was there the night of the incident with the firemen. He said he had asked their names and was told he could get an affidavit from Brad Larson documenting the complaint and incident. The firemen said that Brad Larson had been to the property and had reported on it. Mr. Hartlerode said Dick Hekkert had visited his property on the 27th of November. Mr. Hekkert had asked questions and said he would call back within two days. He did not call back. When Mr. Hartlerode called him on December 20th, he was told there was bad news. He could not have an agricultural fire, only a recreational fire because of complaints. Steven Cuff, a friend of Mr. Hartlerode, was sworn as a witness. He said he was

acquainted with Mr. Hartlerode through shared irrigation issues and Mr. Hartlerode's son's business. He said the complaining neighbor had no reason to believe Mr. Hartlerode would harm him. He said he had met a man on a walk through the neighborhood who complained about a neighbor. He said his son was a public official who he would get involved in dealing with the neighbor. Larry later told Mr. Cuff that police and fire departments had come to his property, misdocumented events, and trampled on his rights. Mr. Hartlerode is a caring and good neighbor, he said, who needs the name of the complainant. Police and the fire department responded to the complainant, but not to Mr. Hartlerode.

Testimony – respondent

Mr. Hendricksen said that neighborhood situations are the most difficult and complex. The Unified Fire Authority provided every available record of complaints on the property to Mr. Hartlerode. Mr. Hekkert made no notes from his visit and there was no record of his contact with Mr. Hartlerode. The report of the firemen's visit to the property identified two of the fire fighters and another name is available. Ms. Lana Burningham researched the records request to find the names of the firefighters on the call. An agency is put in the difficult position of deciding when a redaction is appropriate. The consequences of harm to an individual have to be weighed. If a person wants to take civil action they can go to the municipal prosecutor who can control the process with regards to disclosure of witnesses in the public interest. The denial of the name is well supported in favor of privacy interests.

Lana Burningham, the records compliance officer, was sworn as a witness. Ms. Burningham researched the records request to find the names of the firefighters on the call. Two names were listed on the report: the captain and the engineer. A third fireman was named on the apparatus report by the engine number. The names of the three assigned to the engine that day are available. Brad Larson, Deputy Fire Marshall, Fire Prevention Division, was sworn as a witness. He said he had responded to a phone complaint on Nov 20th. There was no reason to doubt the sincerity of the complaint. The complainant expressed fear of what his neighbor would do if his identity were known. The caller wished to remain anonymous. Mr. Hendricksen encouraged the committee to uphold the decision of the department to redact the name of the complainant. Mr. Hekker is the area inspector for Midvale and did a follow-up visit after the complaint, but there is no record of it. It was an educational visit to help Mr. Hartlerode remain in compliance with the provisions of the code.

Closing -- petitioner

Mr. Hartlerode said he had been heating a thirty gallon pan of water over the fire to pluck the turkey and couldn't do it in the house. He had processed turkeys in the same way for thirty years and should be grandfathered in as agricultural property. He understood that the agricultural burn law of Salt Lake County permitted anything essential to the raising of fowl or bees or fruit trees. He would like all four firemen's names and the name of the complainant. He wanted to legally and civilly go after the neighbor that made false complaints. He wanted the names of the firemen and the name of the complainant. He said he thought the fire marshal had come out earlier in response to a false complaint by the neighbor, but had not talked to Mr. Hartlerode about the issue. He had dealt with the neighbor for ten years, but his life was being made miserable. He wanted to confront his accuser. He had been punished without a citation and the authorities had made it impossible for him to put food on the table.

Closing – respondent

Mr. Hendricksen said the issue was with respect to records not about what type of fire is allowed. When there is an expression of fear for personal safety, it must be taken seriously. Redaction was reasonable based on the evidence. He said the balance was weighing an individual's desire to sue someone with the complainant's expression of fear for his safety. He said the committee should review the mediation process to see if it had validity. He said it was difficult to respond to neighborhood issues. He asked the committee to sustain the department's decision and uphold the classification of the complainant's name as protected. He said the three names of the firemen would be released to the petitioner.

Deliberation

Ms. Smith-Mansfield made a motion to go into closed session to view the records. Ms. Richardson seconded the motion. A vote was unanimous in favor of going into closed session. Mr. Hendricksen said the unredacted records were not available. The department had brought the redacted records.

Closed session

11:40 a.m. – 12:00 noon

Deliberation

Ms. Smith-Mansfield made a motion to return to open session. Mr. Fleming seconded the motion. A vote was unanimous in favor of returning to open session.

David Fleming said he was not convinced that there was an appropriate reliance on the statute about the life and safety of an individual. He was persuaded by the testimony of the requester that there was not a threat to the complainant. Ernest Rowley said the committee had previously dealt with redacting the name of a complainant with a Board of Pardons and Parole hearing. In that case the committee had ruled that there was a threat to the individual involved if the inmate were to be released. Doug Misner said it was only during the third call that fear had been expressed and all previous calls had been redacted. Previous calls had not requested anonymity. Patricia Smith-Mansfield made a motion that the complaint records are public records and should be provided to the petitioner with no redactions as the sections of Utah Code 63G-2-305(51) and 63G-2-305(11) do not apply in this case. The names of the three known firemen should be released, and no other records exist in regards to the fourth fire fighter or to Mr. Hekker's visit to the property, so those records cannot be provided. Ernest Rowley seconded the motion. A vote was taken. The vote was unanimous in favor of the motion. Mr. Hemphill said an order would be sent to the parties within seven days. He thanked the parties for participating. Doug Misner excused himself from the meeting for another commitment.

Approval of minutes

Mr. Hemphill said Holly Richardson's name needed to be corrected in the minutes. Mr. Fleming made a motion to approve the minutes with that correction. Ms. Smith-Mansfield seconded the motion. A vote was taken. The vote was unanimous in favor of the motion.

Citizen member position

Four names had been submitted to the Governor's website along with applications for the open position. The committee members, having no personal knowledge of the individuals, the committee discussed the difficulty of recommending a name from the list. Ms. Smith-Mansfield made a motion that Marie Cornwall be a soft recommendation for the citizen member representative on the committee. Mr. Fleming seconded the motion. A vote was taken. The vote was unanimous in favor of the motion.

Approval of retention schedules**State agency retention schedules**

Jason Knight from the Archives staff presented retention schedules for the committee's approval. See the attached schedules.

28246 Heritage and Arts

10889 Attorney General's Office, Criminal Prosecution Division

28193 Corrections, limited access clearance records

Mr. Fleming made a motion to approve the three retention schedules as presented with a suggested change to the description of 28193. The change was to exclude a phrase about the format handling of the record. Ms. Smith-Mansfield recommended the change. Ms. Richardson seconded the motion. A vote was taken. The vote was unanimous in the affirmative.

General retention schedules

Rebekkah Shaw, Archives staff member reported on the General retention schedule items. See the attached schedules.

1-33

Working files

1 year after project closed and then destroy.

1-56

Patient and client case files

7 years after last visit unless the client is under 18. Then 4 years beyond or 7 years after last visit whichever is greater.

Mr. Rowley made a motion to approve 1-33, Working files. The motion was seconded by Ms. Smith-Mansfield. Mr. Fleming made a motion to approve 1-56, Patient and client case files with a clarification in the description (pharmaceutical was mentioned twice) suggested by Ms. Smith-Mansfield. Ms. Smith-Mansfield seconded the motion. A vote was taken. The vote was unanimous in the affirmative to approve both general retention schedules.

SRC Appeals received

Ms. Mumford reported on the appeals received during the month. See attached document.

Cases in District Court

Amanda Jex reported on appeals of State Records Committee decisions in District Court. See attached document.

Mr. Rowley made a motion to adjourn. The meeting was adjourned by acclamation.

STATE RECORDS COMMITTEE
June 13, 2013

State Archives Building, Courtyard Meeting Room
346 S. Rio Grande (450 West)
Salt Lake City

AGENDA
Call to Order 9:30 a.m.

Hearings

1. **Harshad Desai vs. Utah State Tax Commission.** Mr. Desai is appealing the denial of audits of properties.
2. **Larry Hartlerode vs. Unified Fire Authority of Greater Salt Lake.** Mr. Hartlerod is appealing the denial of records relating to complaints and investigations conducted by the fire department.

BUSINESS

Approval of May 9, 2013, SRC Minutes, action item
Approval of retention schedules, action item
Citizen member position for Committee, action item
SRC appeals received
Cases in District Court
Other Business

ADJOURNMENT

Next meeting scheduled for July 11, 2013

APPEALS UPDATE

Utah Transit Authority v. Janelle Stecklein, Kearns Tribune LLC – Case No. 120908696

- In Discovery, UTA sent first set of Interrogatories and Requests for Production.

Granite School District v. Bill Oram, Salt Lake Tribune – Case No. 120907897

- Hearing on Respondent's Motion to Dismiss held April 10, 2013
- Court Granted Respondent's Motion to Dismiss and Denied Petitioner's Motion to Enlarge Time for Filing Complaint May 8, 2013.
- Tribune filed for Award of Attorneys' Fees but was denied June 10, 2013.

Jeffrey B. Lawrence v. Utah Dept. of Public Safety – Case No. 120907748

- Parties filed cross motions for Summary Judgment. Hearing held April 10, 2013, taken under advisement.
- Judge L.A. Dever filed Ruling June 5, 2013 denying Utah Dept. of Public Safety's motion for Summary Judgment and granting Jeffrey B. Lawrence's Motion for Summary Judgment.

Utah Department of Workforce Services v. Michael Guberev – Case No. 120907203

- Answer filed November 21, 2012, nothing else shows up in the docket.

Salt Lake City Corporation v. Mark C. Charles Haik – Case No. 120905667

- Appealed to the Utah Appellate Court April 25, 2013.

Utah Dept. of Human Services v. Alma Teao Wilson – Case No. 120903186

- Original Complaint filed by DHS May 10, 2012, Mr. Wilson filed an answer on May 23, 2012.
- Mr. Wilson filed a Motion to Amend his pleadings to include counterclaims March 2013.
- DHS filed Motion for Summary Judgment and Motion to Strike. Hearing Held May 28, 2013.
- Judge Kelley entered an order June 6, 2013, stating that he is taking the Summary Judgment and Motion to Strike under advisement for a decision on June 28, 2013.
- Judge Kelley's order also denied Mr. Wilson's Motion to Amend because the court did not have jurisdiction to hear Mr. Wilson's counterclaims. Utah Code § 63G-2-404 gives a 30 day window after a State Records Committee's order to appeal to district court. Mr. Wilson's Motion to Amend came several months after the State Records Committee's order.

**SRC Appeals Received
June 2013**

1. **13-07 Harshad Desai vs. Utah State Tax Commission.** Mr. Desai resubmitted a GRAMA request to the Utah State Tax Commission. Hearing scheduled for June.
2. **13-11 Ben Hancock vs. Salt Lake City Public Utilities.** Mr. Hancock requested email correspondence between Jeff Niermeyer and attorneys acting as lobbyists for SB 109 and other public legislation. The matter was resolved before a hearing was scheduled.
3. **13-12 Gregory Emmanuel Williams vs. Utah Department of Corrections.** Mr. Williams appealed the denial of a copy of a suspension notice he had received. The appeal was incomplete. No hearing is scheduled.
4. **13-13 Phillip Leishman vs. Utah Department of Corrections.** Mr. Leishman appealed the denial of a special security clearance issued to another inmate for religious services. A hearing is scheduled for this issue for July, 2013.
5. **13-14 Harshad Desai vs. Utah State Tax Commission.** Mr. Desai resubmitted a GRAMA request to the Garfield County School District for records of the composition of educators in the district. Garfield County referred Mr. Desai to the Utah Department of Education.
6. **13-15 Reginald Williams vs. Utah Department of Corrections.** Mr. Williams appealed the denial of a training record from P.O.S.T. and an incident report IR-1. The first is not a UDOC record. The second request is being examined for a possible hearing.
7. **13-16 Gregory Williams vs. Third District Court.** The SRC has no jurisdiction over court records.
8. **13-17 Carl Dinger vs. UTA.** Mr. Dinger appealed the denial of information redacted from the records released to him in the 2012-03 SRC decision. The appeal is untimely and the SRC has no jurisdiction over the appeal.
9. **13-18 Jay Hart, Yahoo Sports vs. the University of Utah.** Mr. Hart appealed the denial of records pertaining to the investigation of Greg Winslow that took place in late 2012 and the corresponding report that issued in January or February of 2013. A hearing is scheduled for July 2013.
10. **13-19 Harshad Desai vs. Utah Department of Education.** Mr. Desai appealed the denial of records of the composition of Garfield County educators. Incomplete.

11. 13-20 Eddie M. Underwood vs. Ogden City Police Department. Mr. Underwood appealed the partial denial of records related to his 1985 homicide case. The initial contact reports were released to him. He was denied witness statements and supplemental reports and told to appeal to the Ogden City Records Review Board.

12. 13-21 Tracy Taylor, Wasatch Taxpayers vs. Wasatch School District.

Retention and Classification Report

Approval Form

Agency: Department of Heritage and Arts. Arts and Museums.

Series 28246: State of Utah fine art collection records
Number &
Title:

Destroying records in accordance with this agency Retention Schedule is in compliance with the Archives and Records Service and Government Records Access and Management Act (UCA 63-2-101 et seq.).

The Agency classifies its records under provisions of the Government Records Access and Management Act (UCA 63-2-101 et seq.). Classifications have not been approved by the State Records Committee.

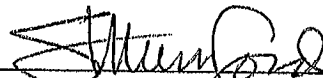
This agency retention schedule was approved by the State Records Committee in:

06/2013

Month/Year



Chair
State Records Committee



Executive Secretary
State Records Committee

Retention and Classification Report

Approval Form

Agency: Attorney General's Office. Criminal Prosecution Division.

Series 10889: Criminal investigative case files - no court
Number & action
Title:

Destroying records in accordance with this agency Retention Schedule is in compliance with the Archives and Records Service and Government Records Access and Management Act (UCA 63-2-101 et seq.).

The Agency classifies its records under provisions of the Government Records Access and Management Act (UCA 63-2-101 et seq.). Classifications have not been approved by the State Records Committee.

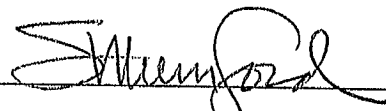
This agency retention schedule was approved by the State Records Committee in:

06/2013

Month/Year



Chair
State Records Committee



Executive Secretary
State Records Committee

Retention and Classification Report

Approval Form

Agency: Department of Corrections

Series 28193: Limited access clearance records
Number &
Title:


Destroying records in accordance with this agency Retention Schedule is in compliance with the Archives and Records Service and Government Records Access and Management Act (UCA 63-2-101 et seq.).

The Agency classifies its records under provisions of the Government Records Access and Management Act (UCA 63-2-101 et seq.). Classifications have not been approved by the State Records Committee.

This agency retention schedule was approved by the State Records Committee in:

06/2013

Month/Year



Chair
State Records Committee



Executive Secretary
State Records Committee

Utah State Archives

Parent Agency: Heritage and Arts
Arts and Museums

Agency: Department of Community and Culture, Division of Fine Arts
(369)
617 East South Temple
P.O. Box 147710
Salt Lake City, UT 84114-7710
801-236-7555

Records Officer

Utah State Archives

Page: 1

AGENCY: Department of Community and Culture. Division of Arts and Museums

SERIES: 28246

TITLE: State of Utah fine art collection records

DATES: 1899

ARRANGEMENT: Alphabetical by artist last name

DESCRIPTION:

These records document the history and the condition of the State's Fine Art Collection. Records are used to answer research questions, keep current and complete records about the artworks included, document state ownership, and monitor and track the pieces in the collection. Each record may contain: an object worksheet, a record of exhibitions and loans, a request of payment/donation receipt or other proof of purchase, a condition report, and any other supplemental materials that may be relevant to the history and provenance of the piece.

RETENTION:

Retain Permanently

DISPOSITION:

Retain in agency custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Photographs: Retain in Office permanently.

Digital image: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Fiscal Historical

Records contain financial appraisal values, supplement the historical value of the collection pieces, and documentation of state ownership. The digitized copy of each piece will be preserved by State Archives.

RETENTION JUSTIFICATION:

Utah State Archives

Page: 2

AGENCY: Department of Community and Culture. Division of Arts and Museums

SERIES: 28246

TITLE: State of Utah fine art collection records

(continued)

PRIMARY CLASSIFICATION:

Protected Records include appraisal values protected under Utah Code
63G-2-305(7) & 63G-2-305(11)

SECONDARY CLASSIFICATION(S):

Private. Private information specific to donors and other private
citizens kept private under Utah Code 63G-2-302(1)(c) &
63G-2-302(2)(d)

Utah State Archives

Parent Agency: Attorney General
Criminal Prosecution

Agency: Attorney General's Office. Criminal Prosecution Division (2269)

5272 College Drive
Murray, UT 84107-0871
801-281-11200

Records Officer

Utah State Archives

Page: 1

AGENCY: Attorney General's Office. Criminal Prosecution Division

SERIES: 10889

2

TITLE: Criminal investigative case files - no court action

DATES: 1992-

ARRANGEMENT: Alphabetical by case name, thereunder chronological by year

ANNUAL ACCUMULATION: 40.00 cubic feet.

DESCRIPTION:

These files document information gathered for investigative cases that do not result in the filing of criminal charges. This information is collected to determine whether criminal charges are warranted. These records may assist the Attorney General's Office in later investigations. Information includes police reports, witnesses lists, business documents, physical evidence, criminal history, memoranda of interviews, victim and witness statements, bank records, investigative notes and other documents that may be used to support criminal investigations and prosecutions.

RETENTION:

Retain 30 years after case closes

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 29 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative need expressed by the agency.

RETENTION JUSTIFICATION:

Utah State Archives

Page: 2

AGENCY: Attorney General's Office, Criminal Prosecution Division

SERIES: 10889

TITLE: Criminal investigative case files - no court action

(continued)

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305(10)(d)(2013)

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

Retention and Classification Report

Agency: Department of Corrections (229)

14717 South Minuteman Drive
Draper, UT 84020
801-545-5525

Records Officer Gina Proctor

28193 Limited access clearance records

Utah State Archives

AGENCY: Department of Corrections

SERIES: 28193

TITLE: Limited access clearance records

2

VARIANT: Clearances processed for limited access to prison property

DATES: 2012-

ARRANGEMENT: By subject then in chronological order

DESCRIPTION:

This series contains records relating to limited access granted to individuals visiting the Draper and Gunnison correctional facilities. The records include the person's name, purpose of visit, agency they are from, date, time, and if a background check was run and by whom.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy provided record has been scanned for electronic retention.

Computer data files: Retain in Office for 10 years and then delete.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public